

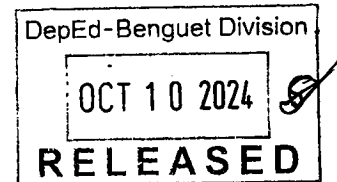


Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

October 8, 2024

**DIVISION MEMORANDUM**

No. 368, s. 2024



**TO: School Governance and Operations Division  
Curriculum Instruction Division  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
School Health Section Personnel and School Non-Teaching Personnel  
All others concerned**

**WASH in Schools (WinS) Program Implementation for SY 2024-2025**

1. Relative to DepEd Order No. 10, s.2016 on Policy and Guidelines for WinS Program and Department Memorandum No. 194, s.2018 on WinS Implementing Guidelines, this office reiterates the WASH in Schools Program implementation in all schools for SY 2024-2025.
2. In relation, the WinS Policy enjoins all school management to perform the following responsibilities:
  - a. Ensure effective implementation of the WinS Policy and its program activities in the school setting.
  - b. Secure support and participation of the community, including the Schools Parent-Teacher Association and other stakeholders, for the program.
  - c. Collaborate with key partners for the following:
    - i. Put in place systems and mechanisms that will allow all stakeholders to take part in the implementation of this policy,
    - ii. Craft specific roles and responsibilities of each member of the personnel in making sure that all requirements and standards are met,
    - iii. Ensure the inclusion of the WinS Program in the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).
  - d. Gather information necessary for effective monitoring and evaluation of the program.
  - e. Conduct annual Performance Implementation Review of the WinS Program.
  - f. Submit an annual report no later than the first week of December each year to the Schools Division Office.
3. Participation of the school partners and stakeholders can be organized through the stewardship of a School WinS Technical Working Group which shall be established



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through the leadership of the School Head. The composition of the School WinS TWG shall be as follows:

Chairperson: School Head

School WinS TWG Members:

- Members of the School Governing Council or a similar group in case the school does not governing council
  - Learner representative
  - School Education Facilities Coordinator
  - Clinic-in-charge (School Nurse or assigned non-teaching personnel)
  - Canteen Manager (only if applicable)
  - Feeding Coordinator
  - Partners such as: representative of Child Protection Committee; WASH partners; LGU (e.g. Barangay Committee on Health and Education, or Sanitation)
4. The School WinS TWG shall print and accomplish the WinS Monitoring Form, giving special attention to the following **five (5) crucial indicators** that are considered crucial in the implementation and practice of WinS. The school has to fulfill ALL these 5 indicators as base requirement before the ratings of the other indicators are computed by the system:
- Safe Drinking Water (water testing shows negative results)
  - Sex-Segregated Toilets (1 toilet for male and 1 for female)
  - Daily Group Handwashing Activity (5x a week, indicated in class program)
  - Group Handwashing Facilities:
    - Elementary: 1 Facility with 10 faucets or water outlets
    - Secondary: 1 Facility with 4 faucets or water outlets
  - Access to Sanitary Pads (Menstrual Hygiene Management)
5. After accomplishing the School WinS Monitoring Form, the school shall upload the form to the LIS Enhanced Online Monitoring System (<https://oms.wins.deped.gov.ph>). For Integrated Schools, the school shall accomplish separate form for each level, one for Elementary and another for Secondary. Uploading of data SY 2024-2025 is tentatively scheduled from **January 6, 2025 to April 5, 2025**.
6. The school WinS TWG shall print the results of the school's WinS 3-Star Report and review the results in terms of the following:
- Areas of strengths and weaknesses
  - Factors that facilitated and hindered compliance to quality standards
  - Lessons learned from implementing the WinS Program



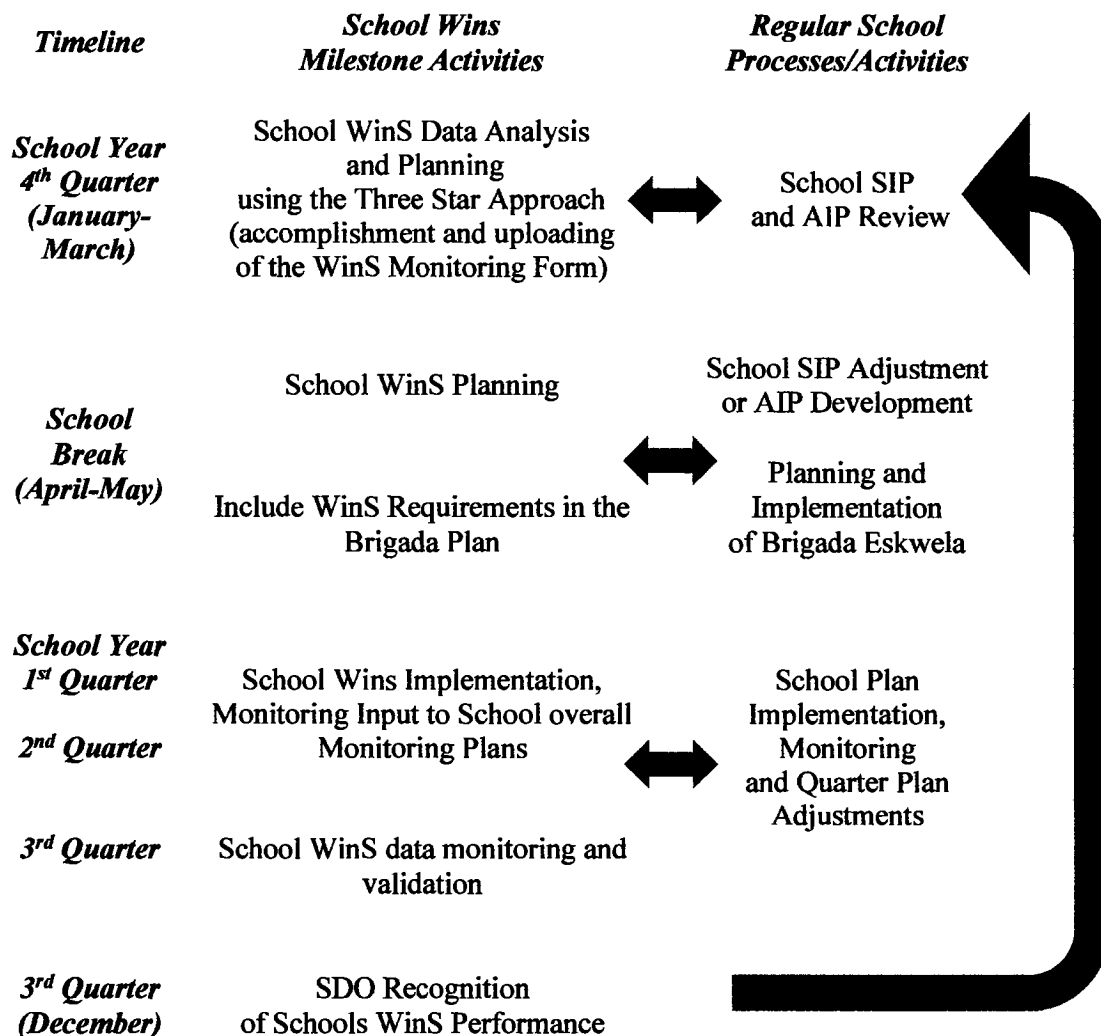
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7. To guide the school, the following WinS Management cycle shall be followed:



8. For the information, guidance, dissemination, and compliance of all concerned.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Regional Director and  
 Concurrent Officer-in-Charge  
 Office of the Schools Division Superintendent  
 FOR THE OIC - SDS :

**SAMUEL M. EGAEN JR. EdD, CESO V**  
 Schools Division Superintendent



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